

**COMPETENCY CHECKLIST
RESOURCE KEY**

Page 1

Job Placement Specialist Name _____
District _____

Scheduled Meetings:

1. Counselor (new referral)
2. Counselor (plan development)
3. Counselor (eligibility)
4. Assistant
5. Rehab Tech
6. CMS Specialist
7. JP Staff
8. JP Staff
9. JP Staff
10. OET Staff

Competency

Training Resource

SET TRAINING

1. ☐ Basic VR Knowledge
2. ☐ Case closure
3. ☐ Confidentiality and Ethics/HIPPA
4. ☐ Eligibility
5. ☐ Expanded Definition Intensive VR Services
6. ☐ Guidance and Counseling JP Role vs. Counselor Role
7. ☐ Plan Development
8. ☐ Purpose of Vocational Rehabilitation
9. ☐ Rehabilitation Technology re J P
10. ☐ Services

UK Module 1, SET
SET
SET
SET
SET
UK Module 2, SET
UK Module 2, SET
UK Module 1, SET
SET, Rehab Tech
SET

SPECIFIC JOB DUTIES

11. ☐ Accessibility Surveys
12. ☐ Computer Skills
13. ☐ Disability Awareness and Sensitivity
14. ☐ Employ KY Operating System

Rehab Tech
New Horizons
UK Module 1
Robin Ritter, OET

- | | |
|--|-----------------------------------|
| 15. <input type="checkbox"/> Employer Services | UK Module 4 |
| 16. <input type="checkbox"/> Ex-Offender Employment | UK Module 3, JP Manual |
| 17. <input type="checkbox"/> Job Development/Placement/Retention/Follow-up | UK Module 4 & 2 |
| 18. <input type="checkbox"/> Job Placement Documentation | JP Manual |
| 19. <input type="checkbox"/> Job Placement Manual | Review Content |
| 20. <input type="checkbox"/> Job Readiness Knowledge | UK Module 3 |
| 21. <input type="checkbox"/> Job Seeking Skills | UK Module 3 |
| 22. <input type="checkbox"/> Job Readiness Skills | UK Module 2 |
| 23. <input type="checkbox"/> On the Job Training | JP Manual, Manager, Robin |
| 24. <input type="checkbox"/> Preparing Adults for Competitive Employment | JP Manual, Robin |
| 25. <input type="checkbox"/> Presentation Skills & Marketing | Jason Jones, GSC |
| 26. <input type="checkbox"/> Rapid Response | JP Manual, Video, One Stop, Peers |
| 27. <input type="checkbox"/> Referrals to Job Placement | Peers, Manger |
| 28. <input type="checkbox"/> Resource Labs | Peers, Manger |
| 29. <input type="checkbox"/> Resume Development | UK Module 3 |
| | JP Manual, Peers |

RESOURCES

- | | |
|--|------------------------------------|
| 30. <input type="checkbox"/> ADA | UK Module 4 |
| 31. <input type="checkbox"/> Federal Jobs | JP Manual |
| 32. <input type="checkbox"/> Forms | Assistant, Intranet |
| 33. <input type="checkbox"/> Job Search on Line | JP Manual |
| 34. <input type="checkbox"/> Office of Employment & Training | Meet with OET |
| 35. <input type="checkbox"/> Older Workers | JP Manual, AARP, Experience Works |
| 36. <input type="checkbox"/> Resource Labs | JP Manual, Peers |
| 37. <input type="checkbox"/> SS Employment Networking Handbook | Donna Osburn |
| 38. <input type="checkbox"/> SSI/SSDI Benefits | Donna Osburn, Benefits Specialists |
| 39. <input type="checkbox"/> State Government Employment | Internet, Peers |
| 40. <input type="checkbox"/> Tax Credits | J P Manual, Peers, Robin |

Employee Signature

Date

Branch Manager Signature

Date